

SUMMARY of the ORGANIZATION and OPERATION
of The
CIA CAREER SERVICE PROGRAM

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Security Information

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1. The CIA Career Service Program is controlled by a CIA Career Service Board, consisting of the four Deputy Directors, the Inspector General, the Assistant Director for Personnel, the Director of Training and, on a rotating basis, three Assistant Directors of operating offices or heads of supporting offices. The three rotating members of the Board each serve for six months, there being at all times one each from the overt office group, the covert office group and the support office group. Their tours of duty are staggered so that there is continuity. The CIA Career Service Board will meet once a month. The Career Development Staff of the Personnel Office serves as the Secretariat of the Board and the Chief of the Career Development Staff acts as the Board's Executive Secretary.

2. The CIA Career Service Board is responsible to the DCI for developing policy governing the Career Service Program and for reviewing the operation of the Program. This Board establishes and maintains an Executive Inventory, makes recommendations for the transfer of personnel in the Executive Inventory from one Office to another in order to fill key positions in the Agency, reviews evaluations of such persons and rotation programs for their further development, and acts as advisor to the DCI on career matters. For planning purposes, this Board will replace the present Career Service Committee and, in addition, take on longer range review and executive responsibilities. It is concerned primarily with policy, not with decisions or details.

3. The Office/Career Service Boards are located in each of the major offices and units of CIA and are responsible to their respective Assistant Directors or Office Heads for the operation of the Career Service Program in accordance with policy established by the CIA Career Service Board. They are also responsible for collaboration with other Office Boards on inter-Office Career Service problems. It is at this level and through the functioning of these Office Boards that the rotation, training, advancement and assignment plan recommended for the individual by his supervisor is reviewed for the approval of the Assistant Director or Office Head. These Boards are concerned primarily with the implementation of policy and with the review of detailed recommendations concerned with the careers of individuals.

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4. The following Office Career Service Boards will be established:

			Approximate Number of Persons To be Serviced (On Duty Strength as of 1 March 1952)
			25X9A2
OSO	Career Service Board		
OPC	" "	" "	
COMM	" "	" "	
OO	" "	" "	
ORR	" "	" "	
OCD	" "	" "	
IAS	" "	" "	
General Services	" "	" "	
*Administration	" "	" "	
Training	" "	" "	
Procurement	" "	" "	
OCI	" "	" "	
Personnel	" "	" "	
OSI	" "	" "	
Finance	" "	" "	
TSS	" "	" "	
ONE	" "	" "	

*Note: The Administration Career Service Board will be concerned with the personnel in several of the smaller units in the support office group not otherwise covered, as follows:

DD/A
Medical
Audit
General Counsel
Personnel Pool

Total

5. Responsible to the CIA Career Service Board are subordinate functional Boards which include, but are not limited to, the following: Hazardous Duty Board, Honor Awards Board, Service School Selection Boards, Professional Selection Panel, etc. These Boards support the CIA Career Service Board and act, with respect to the functions for which they are responsible, for the Agency as a whole.

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6. All new junior personnel recruited and selected to fill "professional" positions (e. g., all new personnel up to and including GS-11 to fill slots designated as professional positions) will be screened by the Professional Selection Panel with respect to over-all suitability to work in CIA on a career basis. If their selection is confirmed by the Panel (which will operate on the basis of personal interview in a manner similar to that employed by the Board of Examiners of the Foreign Service or the Rhodes Scholarship Committee) they will all enter the CIA Intelligence School prior to assignment to duty status in their respective Offices. Exception to this procedure may be made on written certification of exception by the appropriate Deputy Director.

7. All new senior personnel recruited and selected to fill "professional" positions (e. g., all new "lateral-entry" personnel, GS-12 and above, to fill slots designated as professional positions) will not be screened or interviewed by the Professional Selection Panel, unless at the request of their respective Assistant Directors. However, all new senior professional personnel will enter the CIA Intelligence School at the first session commencing after their EOD. Exception to this procedure may be made on written certification of exception by the appropriate Deputy Director.

8. Annually, or as often as required, each person is evaluated by his supervisor. The Personnel Evaluation Report deals with:

- a. The job being done.
- b. The performance on the job.
- c. The potential for assuming greater responsibilities.
- d. The recommended program for development.

The report is reviewed by a senior reviewing official and the supervisor who prepared it. It also forms the basis for a frank and detailed discussion between the supervisor and the person being evaluated. The Office of Training and the Personnel Office jointly conduct training seminars and briefing sessions in supervisor-employee relationships in order to make this discussion more effective and to improve supervisory techniques. The supervisor states on the Personnel Evaluation Report that he has discussed the evaluation with the subject, and the report becomes a matter of permanent record in the latter's Official Personnel Folder. The report, with special emphasis on the recommended development program, is reviewed by the Office Career Service Board for the approval of the Assistant Director or Office Head.